



# **Center City Millville**

## **Neighborhood Preservation Program**

### **Commercial Façade**

### **Application Form**

The New Jersey Department of Community Affairs (DCA) and the City of Millville entered into a contract to administer the Neighborhood Preservation Program (NPP) in the City's Center City Neighborhood. This grant funding allows the City of Millville to address comprehensive revitalization needs within the targeted area.

The NPP program in the City of Millville will provide commercial rehabilitation assistance, for needed public-facing exterior (façade) repairs and interior storefront, to eligible **businesses** in the City of Millville Center City NPP District. Businesses must meet Basic Eligibility Requirements. Assistance is available, on a first come first serve basis, until program funding is exhausted.

The City has contracted with the Holly City Development Corporation (HCDC) to implement this grant program. All applications will be received and sent to HCDC for review.

The NPP Commercial Façade Grant Program will assist eligible businesses with up to \$5,000 worth of façade renovation expenses for commercial properties in the Center City NPP District.

The **attached** application should be completed by any business interested in the grant funding. Funding will be released on a first-come, first-served basis.

### **Eligible IMPROVEMENT COSTS for Commercial Facade Grants**

Eligible improvements include:

- Uncovering and restoring historical facades and storefronts
- Removing existing damaged or poor-quality façade materials
- Replacing damaged or poor-quality materials with more appropriate and attractive design materials
- Replacing signs and awnings
- Replacing exterior lighting or adding exterior lighting
- Replacing windows, doors, exterior cleaning, tuck-pointing, painting, shutters, gutters and historical elements (such as cornices)
- Interior storefront upgrades limited to the interior window display (determined on a project by project basis)

Commercial eligibility criteria are as follows:

1. The property must be located within the district. See below for boundary map.
2. The applicant must provide proof of property ownership or current lease of commercial space.
3. The applicant must furnish proof the property owner is current on their real estate taxes and water/sewer payments for the subject property.
4. The applicant must furnish proof the property owner is current on their property insurance.
5. The applicant will be required to complete this application in its entirety and attach all requested documentation for an application to be considered complete.
6. Property owner/business owner are responsible for hiring the contractor that will complete the work and must provide a cost estimate of the work to be completed, as well as a timeline of the work to be completed.
7. Property owner/business owner and their respective contractors must obtain all required building and zoning permits to complete the work.
8. Pre-project photos are to be submitted with the application and post-project photos are required to be submitted after the project is completed.
9. The contractor will receive payment directly from the City once the project is completed. Funds will not be distributed until the project is completed in its entirety and the homeowner has signed all documentation stating the same.
10. Contractor is responsible for providing all documentation needed to the City to receive payment for project completion.

Applications are to be submitted to Heather Santoro [hsantoro@hollycitydevelopment.org](mailto:hsantoro@hollycitydevelopment.org). Applications can also be delivered to 14 E. Mulberry Street. For additional information or questions about the application, please call the Holly City Development Corporation office at 856-776-7979.

1. The property is located within the Center City Millville NPP District per the following map:

Property Owner Information	
Business Name:	
Business Street Address:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	



PROJECT INFORMATION	
Name and contact information of contractor being hired:	
Amount of funding being requested:	
Total project cost:	
Description of project:	
<b>Documentation required – Please attach and initial you provided the documentation:</b>	
Copy of deed or current lease: (please attach)	
Proof taxes and water/sewer payments are current: (please attach)	
Proof property insurance is current: (please attach)	
Pre-project photos: (please attach)	

**Certification:**

I hereby certify under the penalties of perjury that the statements made on this form are true and correct to the best of my knowledge.

Print Name:	
Signature:	
Date:	

**Completed applications may be mailed to the Holly City Development Corporation office – 14 E. Mulberry Street or emailed to [hsantoro@hollycitydevelopment.org](mailto:hsantoro@hollycitydevelopment.org).**